STD. ELECTRONIC FORMS SECURITY POLICY

Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775 mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure compliance, security technology will be applied and enforced on all STD. electronic forms (eForms) and integrated STD. eForms systems FMC disseminates.

These security practices include locking of STD. eForms to reduce unauthorized possession and unapproved altering of the content, design and form field properties, and disabling of menu options for STD. eForms deployed on FMC's website. FMC's purpose for deploying STD. eForms on its website is 1) to ensure a cost effective, economical and efficient solution is provided to the state, and 2) to enable entities, public and private, to conduct administrative transactions for state business. STD. eForms should not be downloaded. This non-downloadable aspect increases the probability that the current revision of a STD. form is used.

In accordance with **Government Code Section 14771,** State government agents and entities doing business with the state should use STD. eForms disseminated by FMC rather than create their own. FMC offers STD. eForms that may be installed on a local, network, or Intranet information processing system of a state agency.

For more information, reference **State Administrative Manual Sections 1700, 1720, 1725, and 1730** or contact an FMC Forms Consultant at (916) 323-0311 or (916) 324-9697 or by email at FormsManagement@dgs.ca.gov.

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